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AM-219-1-1

*m Tuition Reimbursement from Accredited Institutions*

RESPONSIBILITY	ACTION
<b>Employee</b>	<ol style="list-style-type: none"><li>1. Prior to registration, obtain from agency human resources officer or designated agency representative a Tuition Reimbursement form (#28-1608-5005). Complete form.</li><li>2. Retain employee initial copy of the form and forward the remaining copies to immediate supervisor.</li></ol>
<b>Immediate Supervisor</b>	<ol style="list-style-type: none"><li>3. Review request for accuracy and completeness; verify that employee is eligible and that all requirements are met. Indicate employee's union affiliation next to employee's job title.</li><li>4. Complete recommendation section of form and forward request to agency head/authorized designee.</li></ol>
<b>Agency Head/ Authorized Designee</b>	<ol style="list-style-type: none"><li>5. Review request for accuracy and completeness to include verification that funds are available.</li><li>6. Complete recommendation section. Include a letter of justification, when applicable, for MAPS employees. If disapproval is recommended, cite specific reasons(s).</li><li>7. Forward request to the Administrator, Classification Division, Department of Human Resources (DHR).</li></ol>
<b>Administrator, Classification Division DHR</b>	<ol style="list-style-type: none"><li>8. Review request for accuracy and completeness.<ol style="list-style-type: none"><li>a. If disapproval is recommended by agency due to insufficient funds, request must be disapproved by DHR.</li><li>b. If disapproval is recommended by agency for any reason other than insufficient funds, or if approval is recommended, verify that employee is eligible and that all</li></ol></li></ol>

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	requirements are met.
<b>Administrator, Classification Division, DHR (continued)</b>	<p>9. Act on request.</p> <p>a. If disapproved, cite specific reasons(s). Retain DHR Copy of request for files, destroy Accounts Payable Copy of request. Forward Employee Final Copy and Agency Copy to agency human resources officer or other appropriate officer.</p> <p>b. If approved, complete the shaded DHR Use Only section of request. Forward all remaining copies of request to agency human resources officer or other appropriate officer.</p>
<b>Agency Human Resources Officer/ Designated Agency Representative</b>	<p>10. Upon receipt of information from DHR, file the Agency Copy and Accounts Payable Copy of request in employee's personnel file.</p> <p>11. Forward Employee Final Copy to employee.</p>
<b>Employee</b>	<p>12. Upon receipt of Employee Final Copy from the agency human resources officer or other appropriate officer, file with personal records. If request was disapproved, procedure ends here.</p> <p>13. If request was approved upon successful completion of course(s), forward official grade report of courses taken, plus proof of tuition payment to agency human resources officer or other appropriate officer for further processing.</p>
<b>Agency Human Resources Officer/Designated Agency Representative</b>	<p>14. Upon receipt of employee's grade report and proof of tuition payment, verify that employee meets all requirements for receiving tuition aid.</p> <p>15. Retrieve employee's tuition reimbursement form from files, and complete the Processing for Payment section. The amount authorized for payment may not exceed the amount approved by DHR. Retain Agency</p>

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	<p>Copy for employee's personnel file.</p> <p>16. Complete a Direct Payment Order for the amount entered in the Processing for Payment section of the Tuition Reimbursement form.</p> <p>17. Forward the following material to the Accounts Payable Division:</p> <p>--Direct Payment Order</p> <p>--Accounts Payable Copy of request</p> <p>--Employee's proof of tuition payment.</p> <p>--Employee's grade report.</p>
<b>Accounts Payable Division</b>	18. Issue payment as established by DHR to employee.